

# HOW TO APPLY FOR A GRANT

**Thank you for your interest in applying for a CCE Grant! This document will walk you through the process.**

The first thing you will do is click on one of the links below to access one of the **CCE Community Grants Portals**. The **portal** is essentially an “**entryway**” to the DHA grants management system where our **Grants (Funding Opportunities)** are housed. To apply for a grant, you must first login through the portal with a username and password.

## **Links to the DHA Grant Portals**

Use this link to access grants offered by the **Utah Department of Cultural and Community Engagement (including [Legislative Pass Through Appropriation Grants](#)), Utah Division of State History, STEM Action Center, and the Utah Office of Multicultural Affairs (MCA)**

**CCE General Portal:** <https://utahdcc.secure.force.com/dha>



Use this link to access grants offered by the **Utah Division of Arts & Museums**: <https://utahdcc.secure.force.com/portal/>

Use this link to access grants offered by the **Utah State Library**: <https://utahdcc.secure.force.com/usl/>

Once you click on the link, you will see the **login page**:

A screenshot of a web login page. At the top left is the logo for the Utah Department of Heritage & Arts, and at the top right is a "Login" link with an external icon. The main content area is titled "Login" and contains a form with two input fields: "Username" with a placeholder "Your username is in the form of an email" and "Password" with a placeholder "Password". Below the fields is a blue "Login" button. To the left of the "New User?" link is the text "Forgot Your Password?". The "New User?" link is highlighted with a red box, and a red arrow points from another red box containing the text "Click on New User" to it. At the bottom of the form area, there is a note: "Please enter your username and password to login."

If you haven't accessed our system before, click [New User?](#). After you click [New User?](#), you will see a general information page called **Request a New User Account**. Please answer all the questions. This gives us the background information we need to set up your account in the portal so that you can apply for grants. Keep in mind that we are looking for the **legal name of your organization**, and the **mailing address of the organization you are applying on behalf of – not a personal address.**

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 Utah Department of  
**Heritage & Arts**

Fill in these fields

➔ Login

### Request a New User Account

↓

<b>Contact First Name</b>	<input type="text" value="First Name"/>
<b>Contact Last Name</b>	<input type="text" value="Last Name"/>
<b>Email</b>	<input type="text" value="Email"/>
<b>Phone</b>	<input type="text" value="Phone"/>
<b>Organization</b>	<input type="text" value="Organization"/>
<b>Street</b>	<input type="text" value="Mailing Address"/>
<b>City</b>	<input type="text" value="City"/>
<b>State</b>	<input type="text" value="State"/>
<b>Zip Code</b>	<input type="text" value="Zip Code"/>

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For which grant do  
you plan to apply?

Funding Opportunity

If you don't remember the exact name of the grant, that is OK. Type in whatever you remember.

Notes

Additional Information and for Organizations only, please provide your EIN and DUNS number if you know them.

I'm not a robot



[Privacy - Terms](#)

When you finish filling everything out, Click "I'm not a robot" and then "Submit"

Submit

After you click **Submit**, you will receive an automatic email letting you know that you have successfully submitted and that you should receive another email with login and password information within 48 hours.



As soon as you have been set up with a password, you will receive a second email that says this:

Dear (Your Name),

Your Utah Department of Heritage and Arts login and password information is below. Click on the provided links to access the portals. After you have logged in, please reset your password.

If you receive a "visualforce error" when you log in, try these steps:

1. Click on the small "logout" link in the top right corner
2. Once you've logged out, close the tab/browser
3. Go back to the login page and try logging in again

Our grants system works best in either Chrome or Firefox.

Below are the links to the portals and our contact information. Please bookmark the URL that applies to you for all subsequent logins.

For Arts Grants: Arts and Museums Portal:

<https://utahdcc.secure.force.com/portal/>

Contact: Racquel Cornali, [rcornali@utah.gov](mailto:rcornali@utah.gov), 801 236-7541

For Cemetery Grants: DHA Community Grants Portal

<http://utahdcc.force.com/dha>

Contact: Amy Barry, [amybarry@utah.gov](mailto:amybarry@utah.gov), 801-245-7247

For All Other Grants: DHA Community Grants Portal

<http://utahdcc.force.com/dha>

Contact: Kristin Mead, [kristinmead@utah.gov](mailto:kristinmead@utah.gov)

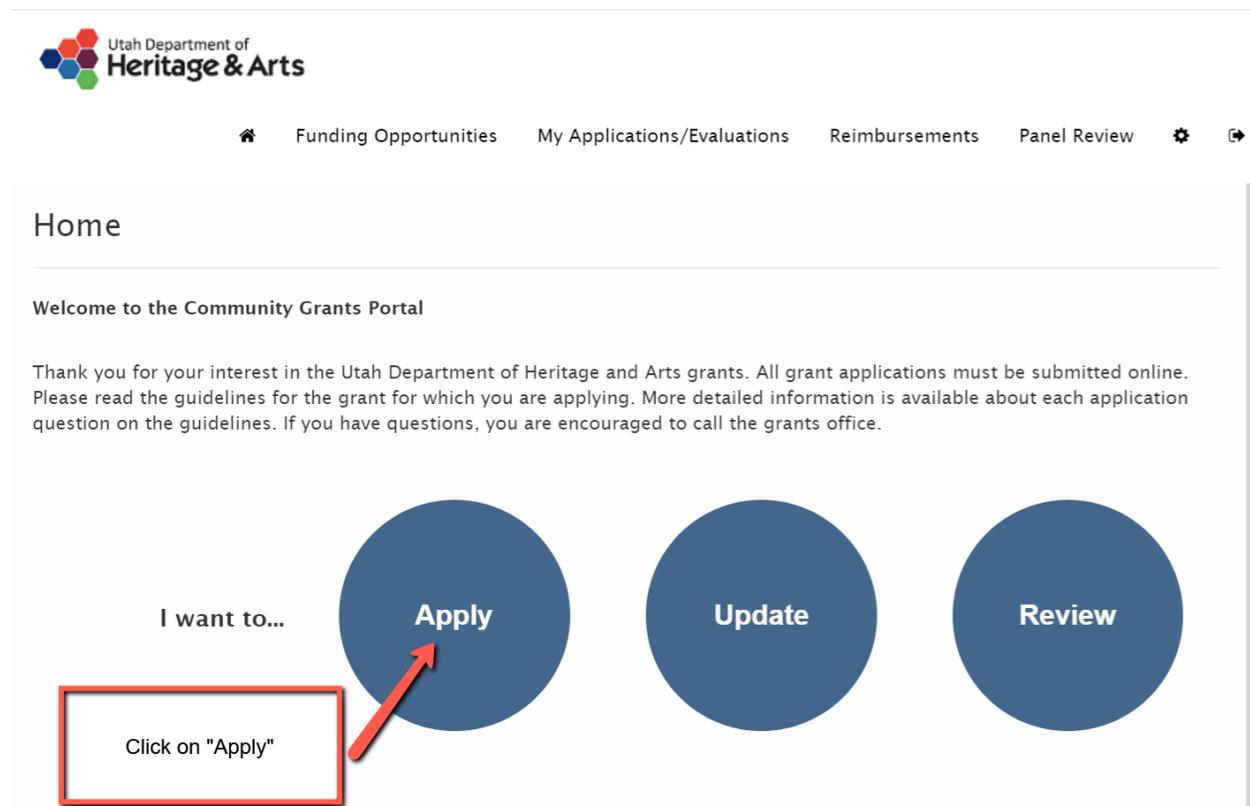
Your **username** (email address) and **temporary password** will be at the bottom of the email. Links to the portals will also be near the bottom of the email.

Once you have clicked on a portal link, use your email address as your username and the temporary password from the email to login. **You will always use your email address as your username.** Once you are in, you will be instructed to change your password. **Make sure it is a password you will remember** as you will use it from now on to log into that particular CCE Community Grants Portal. (If you forget your password, click on [Forgot Your Password?](#) on the login page.)

**If you have previously applied for grants through one of our portals,** but want to apply through a different portal, try your username and password to see if they work. If you cannot access the portal, let us know. We may have to create a separate portal user account for that particular portal.

**If you have used a portal before but have forgotten your password,** click [Forgot Your Password?](#) on the login page – remember that your username is your email address. You will be taken to a page where you can reset your password.

Once you have successfully logged into the portal, you will see this:



Utah Department of  
**Heritage & Arts**

🏠 Funding Opportunities My Applications/Evaluations Reimbursements Panel Review ⚙️ 📄

## Home

Welcome to the Community Grants Portal

Thank you for your interest in the Utah Department of Heritage and Arts grants. All grant applications must be submitted online. Please read the guidelines for the grant for which you are applying. More detailed information is available about each application question on the guidelines. If you have questions, you are encouraged to call the grants office.

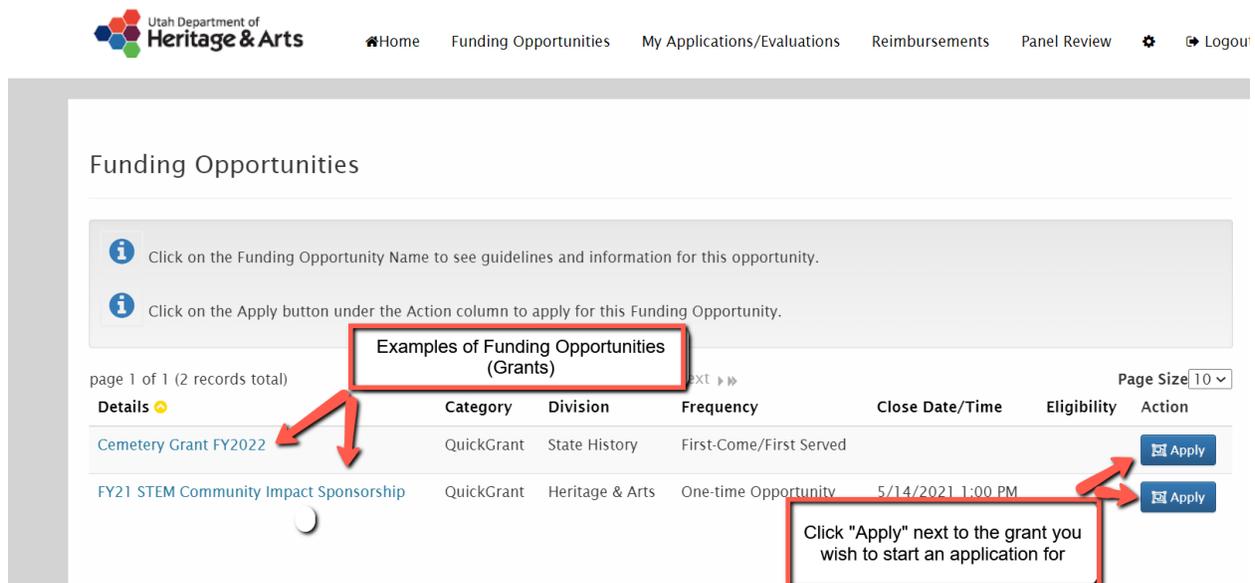
I want to...

**Apply** **Update** **Review**

Click on "Apply"

To access new **Funding Opportunities (Grants)** click on **Apply**.

After you click on **Apply** you will see a page with a list of open **Funding Opportunities** (grants that are open and accepting applications). Click on the name of the **Funding Opportunity** to read the **Guidelines** and **Apply**. **NOTE:** You may also just click **Apply**. This will take you directly to the application.



The screenshot shows the Utah Department of Heritage & Arts website. The navigation bar includes Home, Funding Opportunities, My Applications/Evaluations, Reimbursements, Panel Review, and Logou. The main content area is titled "Funding Opportunities" and contains two informational messages:

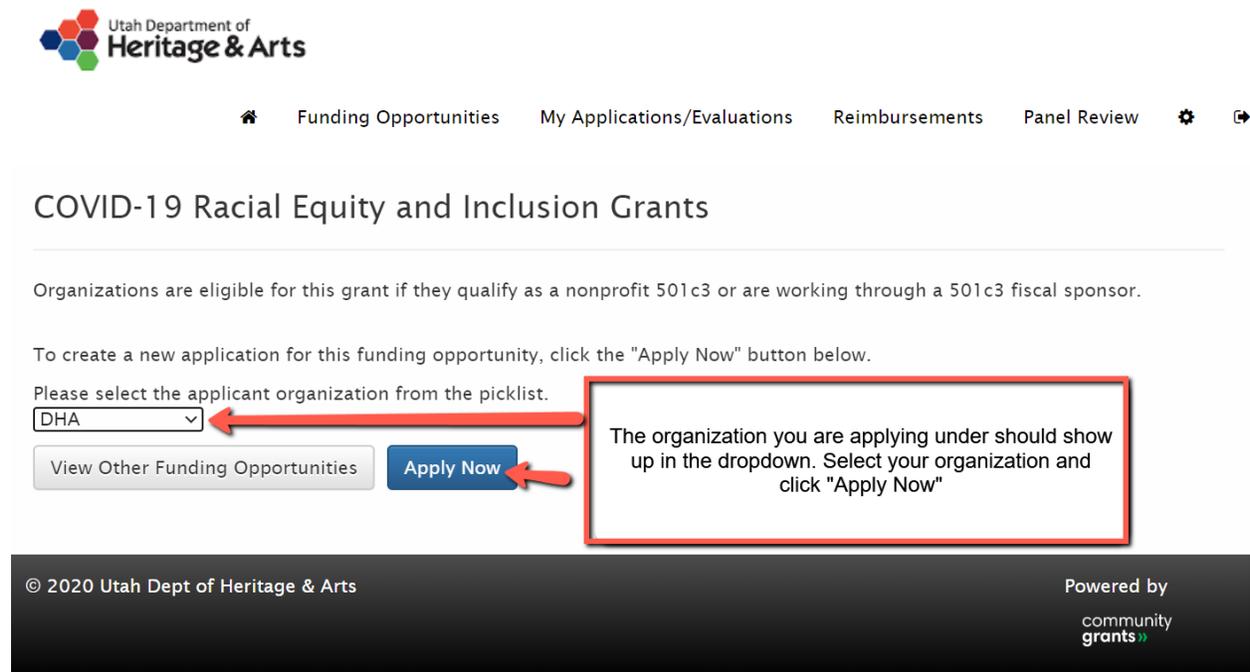
- Click on the Funding Opportunity Name to see guidelines and information for this opportunity.
- Click on the Apply button under the Action column to apply for this Funding Opportunity.

Below the messages is a table of funding opportunities. The table has columns for Details, Category, Division, Frequency, Close Date/Time, Eligibility, and Action. Two rows are visible:

Details	Category	Division	Frequency	Close Date/Time	Eligibility	Action
<a href="#">Cemetery Grant FY2022</a>	QuickGrant	State History	First-Come/First Served			<a href="#">Apply</a>
<a href="#">FY21 STEM Community Impact Sponsorship</a>	QuickGrant	Heritage & Arts	One-time Opportunity	5/14/2021 1:00 PM		<a href="#">Apply</a>

Annotations include a red box around the table title "Examples of Funding Opportunities (Grants)", red arrows pointing to the grant names, and a red box around the "Apply" button for the "FY21 STEM Community Impact Sponsorship" grant with the text "Click 'Apply' next to the grant you wish to start an application for".

You will then see something like this:



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🏠 Funding Opportunities My Applications/Evaluations Reimbursements Panel Review ⚙️ ➔

## COVID-19 Racial Equity and Inclusion Grants

Organizations are eligible for this grant if they qualify as a nonprofit 501c3 or are working through a 501c3 fiscal sponsor.

To create a new application for this funding opportunity, click the "Apply Now" button below.

Please select the applicant organization from the picklist.

DHA

View Other Funding Opportunities Apply Now

The organization you are applying under should show up in the dropdown. Select your organization and click "Apply Now"

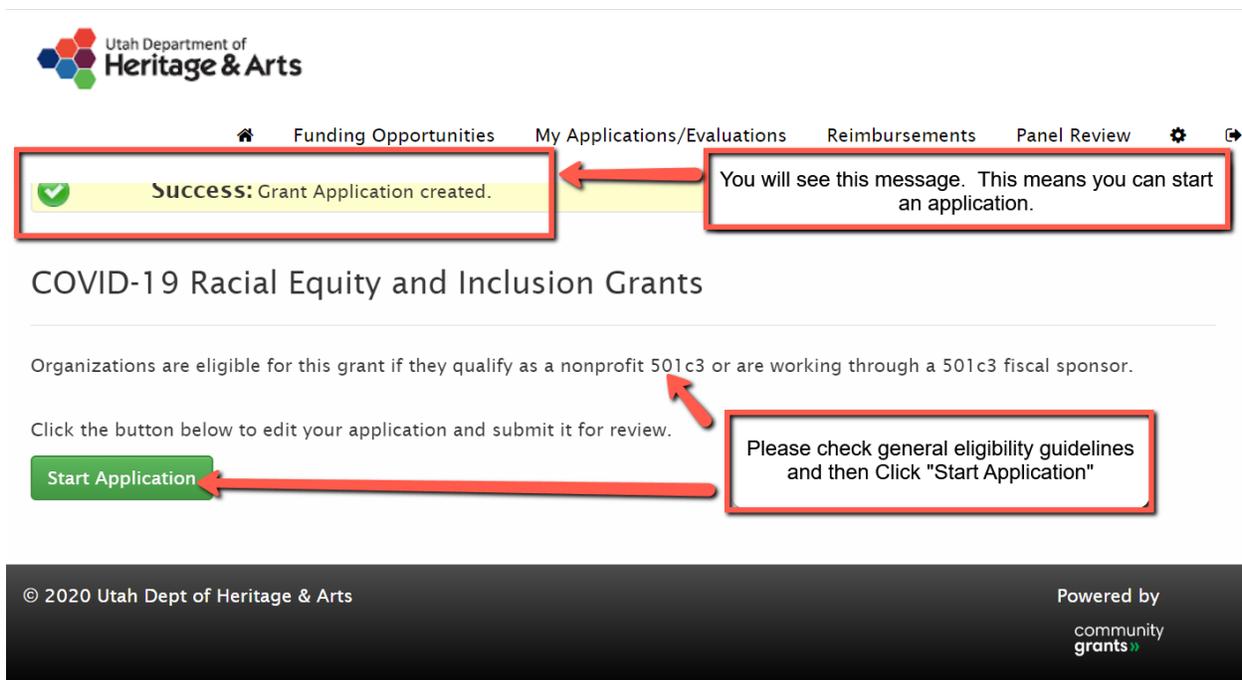
© 2020 Utah Dept of Heritage & Arts

Powered by  
community  
grants

The organization you indicated in the **New User Account** section should show up in the dropdown. (DHA is a test organization for purposes of this training document)

Click on [Apply Now](#).

Once you have clicked on [Apply Now](#), you will see this success message:



The screenshot shows the Utah Department of Heritage & Arts website. At the top left is the logo. A navigation bar includes links for Funding Opportunities, My Applications/Evaluations, Reimbursements, and Panel Review. A yellow success message box at the top left contains a green checkmark and the text "Success: Grant Application created." A red arrow points from this message to a red-bordered box on the right containing the text "You will see this message. This means you can start an application." Below the navigation bar is the heading "COVID-19 Racial Equity and Inclusion Grants". A paragraph of text states: "Organizations are eligible for this grant if they qualify as a nonprofit 501c3 or are working through a 501c3 fiscal sponsor." Below this is the instruction "Click the button below to edit your application and submit it for review." A green "Start Application" button is shown. A red arrow points from a red-bordered box on the right containing the text "Please check general eligibility guidelines and then Click 'Start Application'" to the "Start Application" button.

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🏠 Funding Opportunities My Applications/Evaluations Reimbursements Panel Review ⚙️ ↗️

✔️ **Success:** Grant Application created.

You will see this message. This means you can start an application.

### COVID-19 Racial Equity and Inclusion Grants

Organizations are eligible for this grant if they qualify as a nonprofit 501c3 or are working through a 501c3 fiscal sponsor.

Click the button below to edit your application and submit it for review.

[Start Application](#)

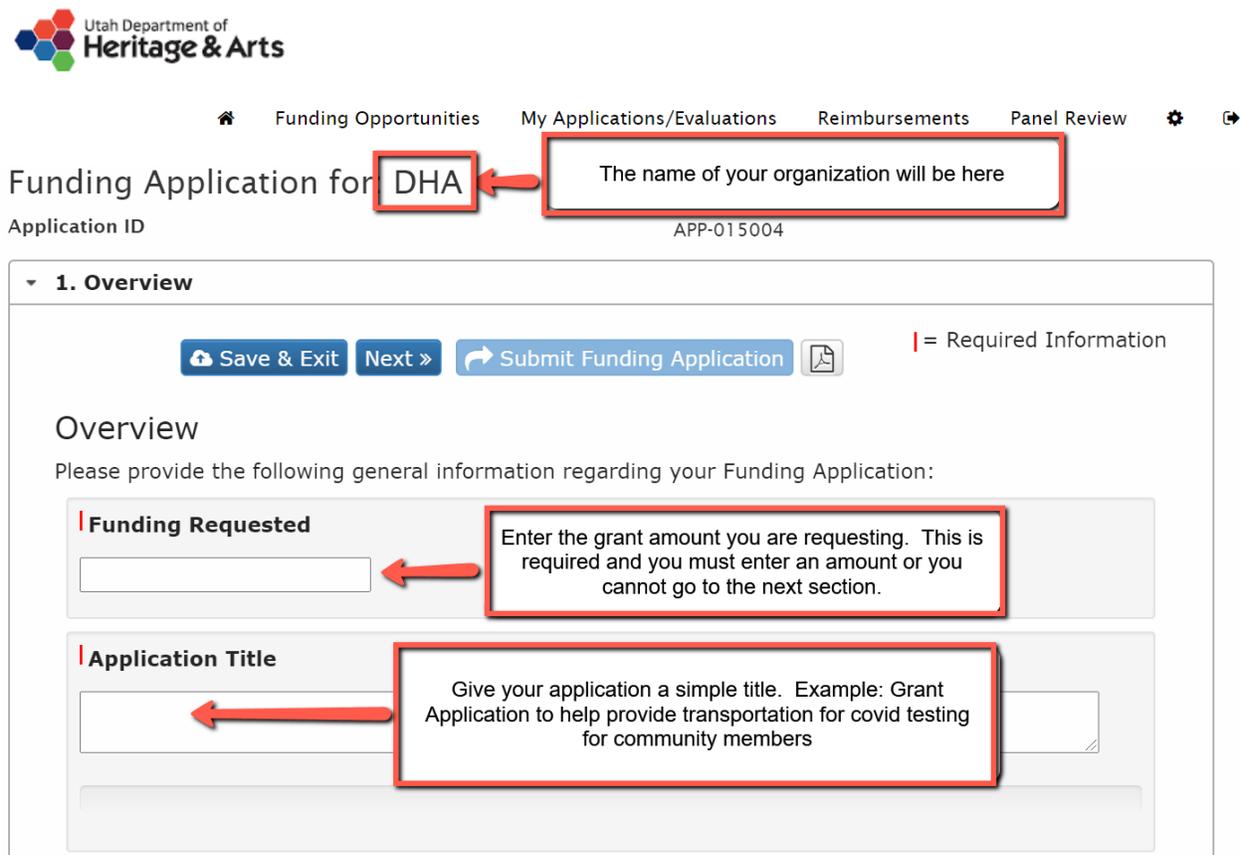
Please check general eligibility guidelines and then Click "Start Application"

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community grants

Click [Start Application](#).

When you start a grant application, the first section you must complete is the **Overview** section. You will enter in the dollar amount you are applying for, give your application a title, and enter in a general description of your project. If there is a red line next to the question, that means the question is required and you must answer.



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Funding Application for **DHA** ← The name of your organization will be here

Application ID APP-015004

▼ **1. Overview**

📄 Save & Exit Next » ↩️ Submit Funding Application 📄 | = Required Information

**Overview**

Please provide the following general information regarding your Funding Application:

**Funding Requested** ← Enter the grant amount you are requesting. This is required and you must enter an amount or you cannot go to the next section.

**Application Title** ← Give your application a simple title. Example: Grant Application to help provide transportation for covid testing for community members

**Application Title** Red lines next to a question means that this question is required - not optional.

TEST TITLE

Limit: 12%

**Description** "Limit:" shows how much space in the field you are typing in is used up. There are character limits to every entry field. Once you go over 100%, the system will not allow you to submit.

TEST Description - enter a description of your product

Here you will describe the project you need grand funding for. Why does your organization want this funding?

Limit:

**Primary Applicant Address** Most of the next section should already be filled in. Fill in anything that is blank

<b>Recipient Street</b>	111 Test Street
<b>Recipient City</b>	Test City
<b>Recipient State</b>	UT
<b>Recipient Postal Code</b>	84103
<b>Recipient Country</b>	

The **Primary Applicant Address** will be the address you filled in when you requested a **New User Account**. If there is anything missing, please add. If there is anything incorrect, please change. Again, this should be the mailing address of the organisation you are applying on behalf of. If you are applying as an individual (such as for an individual artist grant), it will be your personal mailing address.

Below this, you will then see the **Guidelines** for the particular grant you are applying for.

It is really important that you read through the Guidelines carefully. This tells you everything you need to know about the grant – including criteria and stipulations for applying.

The example below is for the COVID-19 Racial Equity and Inclusion Grant that ran in 2020. Each grant will have its own set of guidelines, eligibility criteria, and application sections.

## Guidelines

### COVID-19 Racial Equity and Inclusion Grants

The **Division of Multicultural Affairs (MCA)** within the **Department of Heritage and Arts** is offering a \$1 million grant program to organizations that serve the basic needs of multicultural communities, which have been disproportionately impacted by the COVID-19 pandemic.

Grants of up to **\$50,000** will be provided to organizations in Utah who will provide **emergency basic needs assistance to multicultural communities**, including but not limited to:

- Food Security
- Digital Equity
- Language Accessibility
- Housing or Rental Assistance
- Health Equity
- Mental Health Support Services
- Case Management
- Transportation Services

This next section contains guidelines and information about this grant. Read through it carefully.

Any non-profit organization with demonstrated experience serving multicultural communities within Utah can apply. Attention will be given to ensuring geographic distribution of grant funding throughout the state and focusing on communities that have been hardest hit by the pandemic.

Expenditures must be made before **December 30, 2020**.

Grant funds not spent by **December 30, 2020**, will have to be paid back.

Grant funds cannot be used to reimburse expenses that occurred before **July 1, 2020**, or to prepay expenses that will occur after **December 30, 2020**.

**ELIGIBILITY:**

Must be a Nonprofit 501c3 Organization or working through a 501c3 fiscal sponsor.

At the bottom of the Guidelines, you will see these buttons. If you want to Save and go back in later, Click "Save & Exit." If you want to go onto the actual application, Click "Next." You will not be able to submit your application until all you answer all the questions in the sections listed below (1 - 5)

 = Required Information

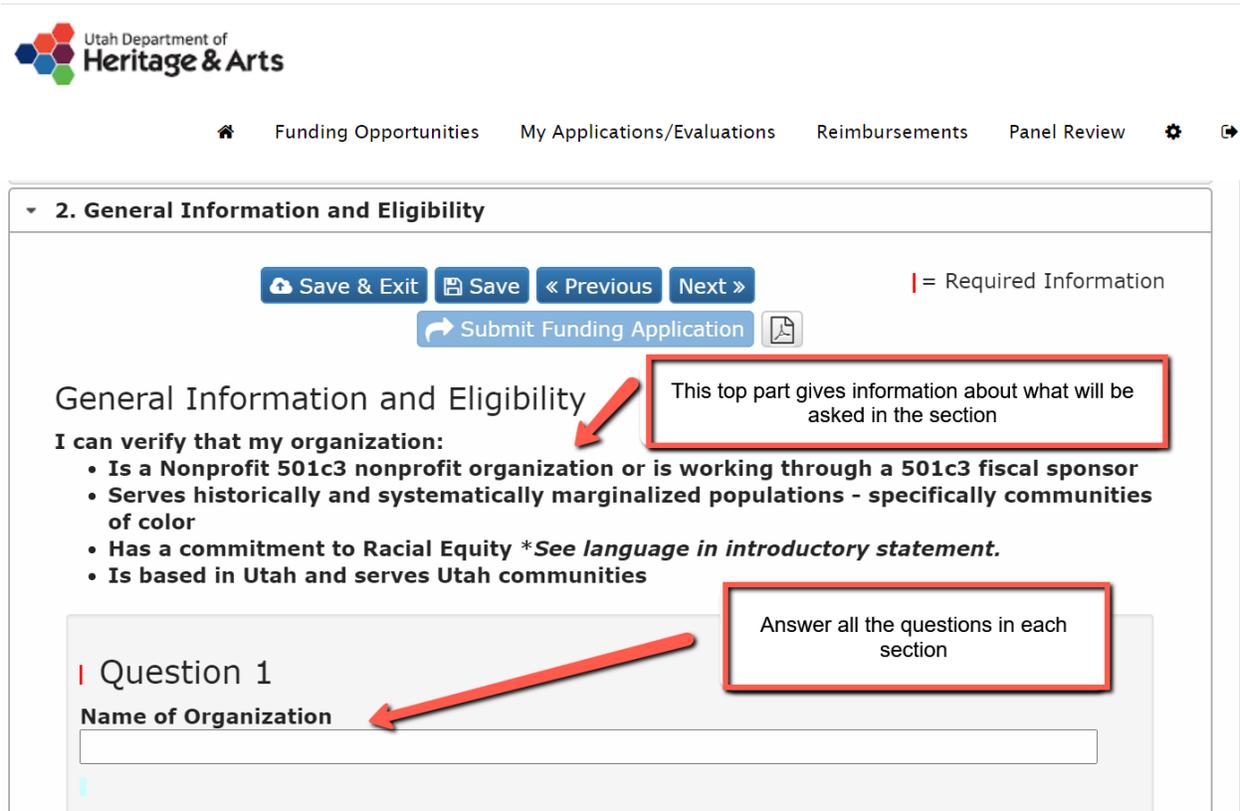


Once you have read the guidelines, you can either **Save & Exit** - which means you can come back later, or you can click **Next** to go on to the actual application. You may leave the application and come back at a different time at any point. **Always remember to Save before you exit.**

It is a good idea to click **Save** often as you work through the application.

**\*\*\*For instructions on how to leave and come back to the application, see the end of this document. \*\*\***

Individual sections will look something like this:



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🏠 Funding Opportunities   My Applications/Evaluations   Reimbursements   Panel Review   ⚙️   ↗️

▼ **2. General Information and Eligibility**

📄 Save & Exit   📄 Save   « Previous   Next »   | = Required Information

↩️ Submit Funding Application 📄

**General Information and Eligibility**   This top part gives information about what will be asked in the section

**I can verify that my organization:**

- Is a Nonprofit 501c3 nonprofit organization or is working through a 501c3 fiscal sponsor
- Serves historically and systematically marginalized populations - specifically communities of color
- Has a commitment to Racial Equity *\*See language in introductory statement.*
- Is based in Utah and serves Utah communities

**Question 1**   Answer all the questions in each section

**Name of Organization**

**Question 17**

**Please describe how your organization is committed to Racial Equity.**

When you have finished answering the questions in the section, Click on "Save & Exit" to save your answers but to come back later, "Save" to save your answers, "Next" to go to the next section, and "Previous" to go to the section before this one. It is important to Save often!

[Save & Exit](#) [Save](#) [« Previous](#) [Next »](#) | = Required Information

[Submit Funding Application](#) 

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▶ **3. Project Request**

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▶ **4. Budget Information**

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▶ **5. Review & Status**

Notice the different sections at the bottom.

There are a few types of application questions that you may see as you go through the various sections of a particular grant. Most questions will require you to type your answer in the box below the question. **Each answer box has a character limit.** There will be a light blue or gray bar right below the answer box. This bar will let you know when you are nearing the character limit for that particular question.

**NOTE:** If you prefer to copy and paste from another document, you may but it may influence the character limits for that particular answer. It is suggested that you use Microsoft Notepad rather than Microsoft Word or Google Docs. Because of the way these documents are formatted on the backend, extra characters are added into the character count.

**Question 1**

**Character Limit Bar**

**Name of Organization**

fhd fsdfhkhflksjdhfkldsfldsfksd

Limit: 13%

Some questions may be **multiple choice**. Multiple choice questions may allow one or more answers.

**Question 18**

If you see a circle with a question mark inside, you can hover over it with your mouse to get more information about a particular question

**What category or categories describe(s) your project? Choose all that apply. ?**

- Food Security
- Digital Equity
- Language Accessibility
- Housing or Rental Assistance
- Child Care Assistance
- Health Equity
- Mental Health Support Services
- Case Management
- Transportation Services

Some questions let you choose more than one answer. If this is the case, the question will always let you know.

Some applications may have a link to a **template** for you to fill out and then **upload** back to the application. **Links to templates may be right in the application or on the website** (the location of the link will be indicated in the application) **If a template is provided, please use it instead of creating your own.**

**Budget Information**

**Grant funds must be spent on expenses incurred between July 1, 2020, and December 30, 2020. Reimbursement of expenses occurring before July 1, 2020, or prepaid expenses that will occur after December 30, 2020, are not allowed. Any money not expended by December 30, 2020, must be paid back.**

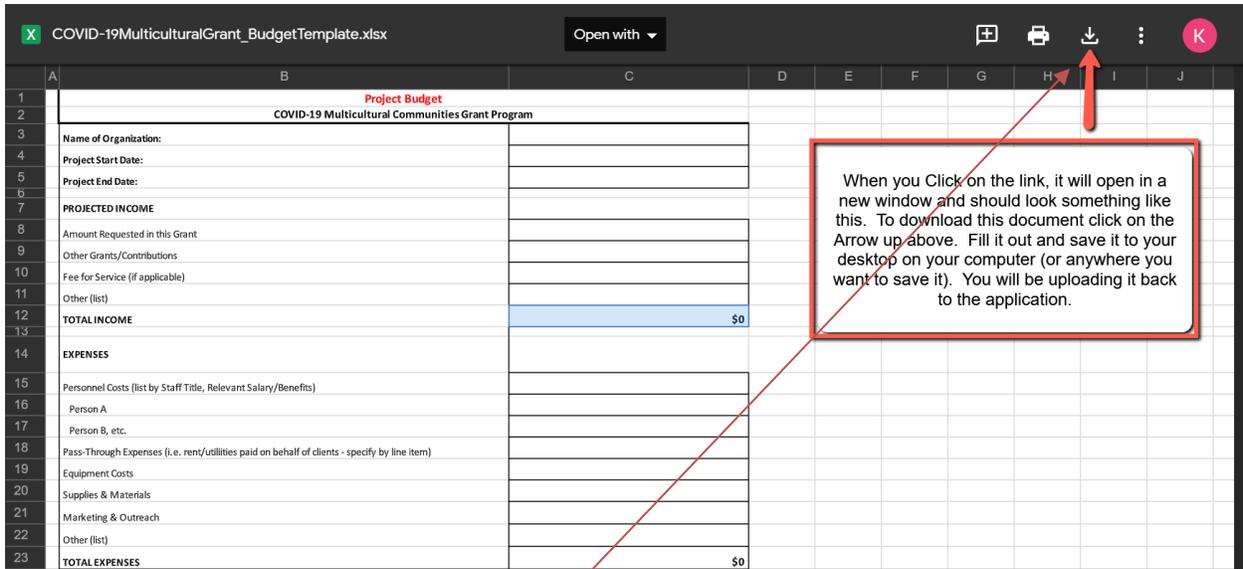
**Use this link to access and download Budget Template:**

<https://drive.google.com/file/d/1N93OAG3E9nYY1LyQd2JBYaqRUhsRC6Uq/view?usp=sharing>

**| = Required Information**

The "Budget Information" section contains a link to a Budget Template. Click on the link, download the template and fill it out

When you click on a template link, you may see something like this:



COVID-19MulticulturalGrant\_BudgetTemplate.xlsx

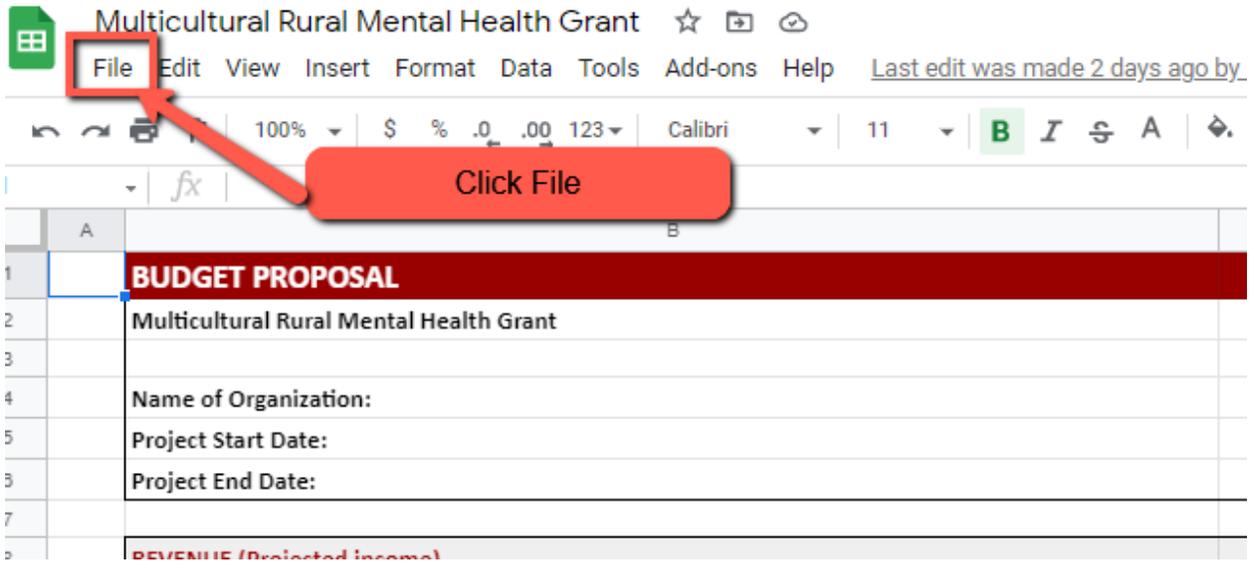
Open with ▾

When you Click on the link, it will open in a new window and should look something like this. To download this document click on the Arrow up above. Fill it out and save it to your desktop on your computer (or anywhere you want to save it). You will be uploading it back to the application.

	A	B	C	D	E	F	G	H	I	J
1										
2										
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Click on the **Download Icon** to download to your computer. Once you download it to your computer, make sure to click **Enable Editing** at the top in order to fill it out and save it.

You may also be taken directly into the template. To download to your computer, click **File** up at the top and then click **Download** in the drop down menu.



Multicultural Rural Mental Health Grant

File Edit View Insert Format Data Tools Add-ons Help Last edit was made 2 days ago by

100% \$ % .0 .00 123 Calibri 11 B I A

fx

A	B
1	<b>BUDGET PROPOSAL</b>
2	Multicultural Rural Mental Health Grant
3	
4	Name of Organization:
5	Project Start Date:
6	Project End Date:
7	
8	REVENUE (Projected income)

Once you save it to your computer (it is easy to save to your desktop) you will fill it out then upload it back to the application. You may also be required to upload other forms, such as a W-9. The same process will apply. Click **Choose File**, then find the document you want to upload from your computer. An easy way to do this is to have anything you want to upload saved to your desktop.

### Question 25

Please upload the completed budget template for your project or projects. Link to template:  
<https://drive.google.com/file/d/1N93OAG3E9nYY1LyQd2JBYaqrUhsRC6Uq/view?usp=sharing>

no uploaded files

Choose File

Upload

This is where you will upload the completed template. Click on "Choose File"

Once you click on the file you want, click **Open**.

Check to make sure it is the correct file, then click **Upload**.



### Question 25

Please upload the completed budget template for your project or projects. Link to template:  
<https://drive.google.com/file/d/1N93OAG3E9nYY1LyQd2JBYaqrUhsRC6Uq/view?usp=sharing>

no uploaded files

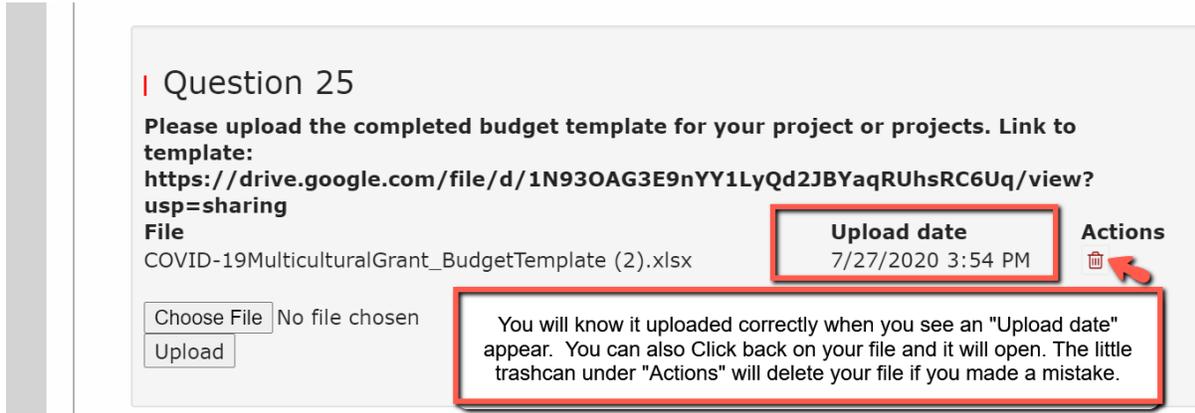
Choose File

Upload

You will see your file here.

Click "Upload" to upload it to your application

It is easy to tell if an upload worked because an **Upload Date** will appear.



**Question 25**

Please upload the completed budget template for your project or projects. Link to template:  
<https://drive.google.com/file/d/1N93OAG3E9nYY1LyQd2JBYaqRUhsRC6Uq/view?usp=sharing>

File	Upload date	Actions
COVID-19MulticulturalGrant_BudgetTemplate (2).xlsx	7/27/2020 3:54 PM	

Choose File No file chosen

Upload

You will know it uploaded correctly when you see an "Upload date" appear. You can also Click back on your file and it will open. The little trashcan under "Actions" will delete your file if you made a mistake.

**NOTE:** If you have trouble uploading a document, try renaming it – give it a simple and short name without any punctuation.

When you have made your way through all the sections, you will reach the **Review & Status** section. This is the final section of the application where you will check to make sure you answered everything and submit your application. You will see this:

▼ **5. Review & Status**

[Save & Exit](#) [Save](#) [« Previous](#) [Submit Funding Application](#) 

Please review your Funding Application for "COVID-19 Racial Equity and Inclusion Grants" and be sure you answer all the required questions. Use the next and previous buttons to navigate through the sections. The questions and your responses are summarized below using the following status icons:

<ul style="list-style-type: none"><li>✔ Question has been answered.</li><li>✘ Question has not been answered and is required.</li><li>● Question has not been answered but is optional.</li></ul>	<p>The questions will all be listed below with either a green check or a red x next to them. Green checks mean the question as been answered. A red check means a question has not been answered and needs to be before you can submit. If you see red checks, go back and answer the questions. Remember to Save!</p>
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When your Funding Application is complete, click the "Submit Funding Application" button to submit it for review.

**Note:** You can go onto another section without answering a question. Keep in mind that you will not be able to submit your application until all questions are answered.

**Green Check Marks** mean that questions have been answered. **Red X's** mean they have not. If you have any **Red X's**, you will not be able to submit your application.

## General Information and Eligibility

- Name of Organization
- This organization is a nonprofit
- Organization Director's Name
- Organization Director's Email Address
- Organization Director's Phone Number
- Organization Contact Name (If different than director)
- Organization Contact Email Address
- Organization Contact Phone Number
- Organization Street Address (Mailing Address)
- Organization City
- Organization State
- Organization Zip Code
- County or Counties where organization operates
- My organization primarily serves residents of Utah
- What is the mission of your organization?
- Please describe the multicultural communities/populations your organization serves and how they have been affected by COVID-19.
- Please describe how your organization is committed to Racial Equity.

You can see here that the last question has not been answered.

🏠 Funding Opportunities

You can also tell that this application is not finished because the "Submit Funding Application" is lighter in color than the other buttons. It will not let you submit until everything has a green checkmark - all questions are answered.

## Budget Information

- Please attest that your organization can spend the grant funds on expenses incurred between July 1, 2020, and December 30, 2020. (See description above...)
- Please upload the completed budget template for your project or projects. Link to template: <https://drive.google.com/file/d/1N93OAG3E9nYY1LyQd2JBYaqR...>
- Please upload your most recent 990 or other financial statements. Please include your EIN if not already on your statements.
- Please upload your 501c3 letter from the IRS or the 501c3 letter from your fiscal sponsor.
- Have you received or are you anticipating receiving other federal or local CARES funding for COVID-19 relief efforts? If so, please specify.
- Have you received or are you anticipating receiving funding from private foundations, corporations, or individuals to support COVID-19 relief efforts?...

**Note:** If you have all **Green Check Marks** and you still aren't able to submit, check your **character limits**. If you go over the character limit on a question, you will **not** be able to submit. If you copied and pasted from Microsoft Word or Google Docs, you may have inadvertently gone over the character limit for those answers. Because of the way they are configured on the backend, it often adds characters even if you can't see them. Try using Microsoft Notepad or just type directly into the answer box.

Once you have all **Green Check Marks** and you are satisfied with your answers you can Click **Submit Funding Application**. Once you click **Submit**, you will **no longer be able to edit or change any of your answers**.

Please **Save** or **Print** a copy of your finished application. You can do this by clicking on the **pdf icon** next to **Submit Funding Application** or if you have already submitted, the **printer icon** under the **Actions** heading.



Home Funding Opportunities My Applications/Evaluations Reimbursements Panel Review ⚙️ ↗️

I understand that I will be required to report back on how the grant money was spent and the impact it had on the Multicultural Community or Communiti...

Outside of this proposed project, what has your organization been doing so far to address the impact of COVID-19 on the communities that you serve?

### Budget Information

Please attest that your organization can spend the grant funds on expenses incurred between July 1, 2020, and December 30, 2020. (See description above...

Please upload the completed budget template for your project or projects. Link to template: <https://drive.google.com/file/d/1N93OAG3E9nYY1LyQd2JBYaqR...>

Please upload your most recent 990 or other financial statements. Please include your EIN if not already on your statements.

Please upload your 501c3 letter from the IRS or the 501c3 letter from your fiscal agent.

Have you received or are you anticipating receiving other federal or local CARE Act or COVID-19 relief efforts? Is so, please specify.

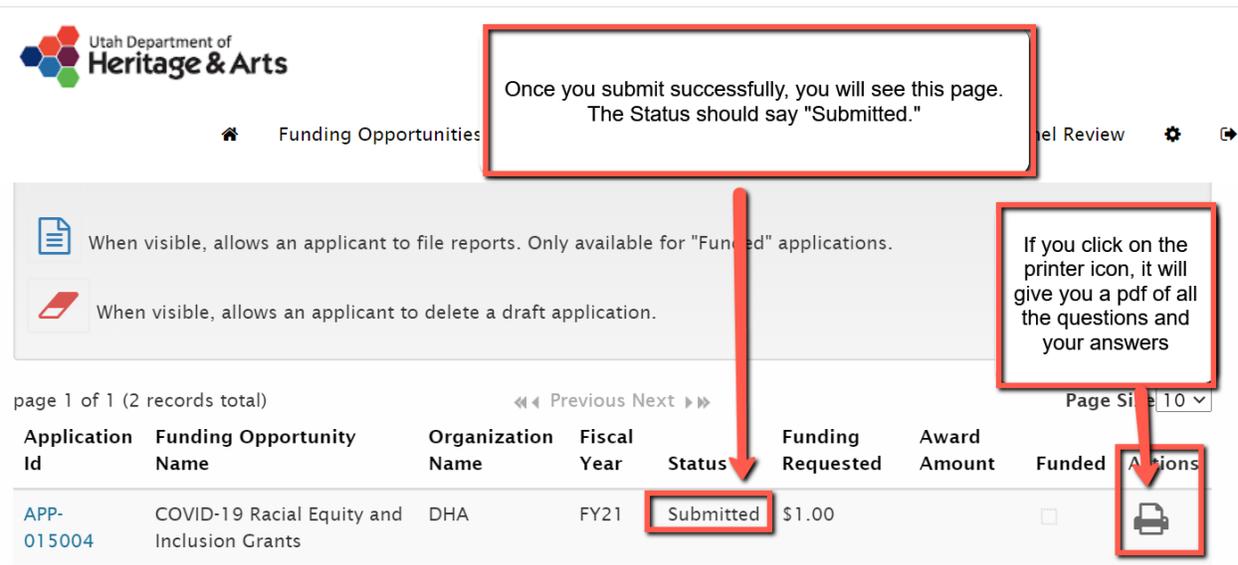
Have you received or are you anticipating receiving funding from private foundations, corporations, or individuals to support COVID-19 relief efforts?...

Once all your checkmarks are green, you will be able to submit

To download a pdf of your answers, click here: This is optional

Save & Exit Save < Previous Submit Funding Application 

You will know that you have **successfully submitted** when you see this page:



Utah Department of  
**Heritage & Arts**

Once you submit successfully, you will see this page.  
The Status should say "Submitted."

Funding Opportunities

When visible, allows an applicant to file reports. Only available for "Funded" applications.

When visible, allows an applicant to delete a draft application.

If you click on the printer icon, it will give you a pdf of all the questions and your answers

page 1 of 1 (2 records total)    << Previous Next >>    Page Size 10

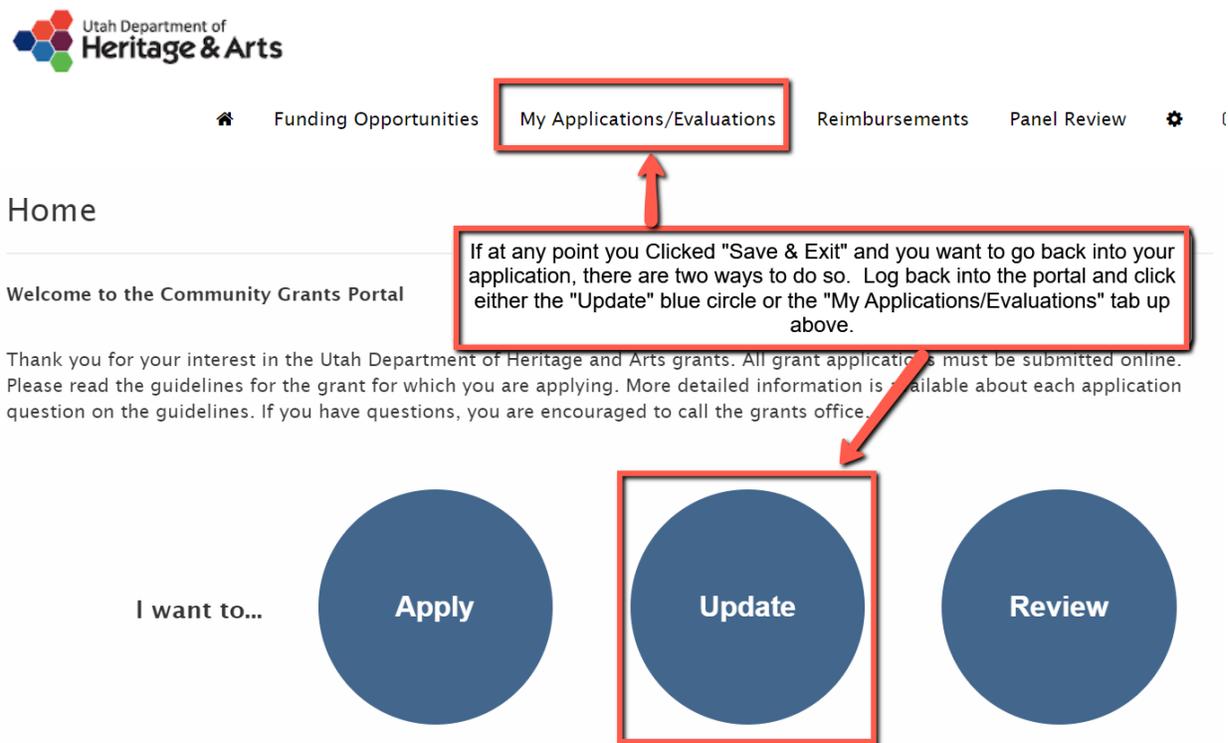
Application Id	Funding Opportunity Name	Organization Name	Fiscal Year	Status	Funding Requested	Award Amount	Funded	Actions
APP-015004	COVID-19 Racial Equity and Inclusion Grants	DHA	FY21	Submitted	\$1.00		<input type="checkbox"/>	

You may notice that **Award Amount** and **Funded** are blank. This is because you just submitted. Your application still needs to go through the review and evaluation process by a **Grant Evaluation Panel** set up specifically for that particular grant. The panel members will evaluate all applications that are submitted. Then, a decision will be made regarding which applications are funded and the level of funding each will receive. Even if you are granted funding, you may not be awarded the exact amount you are applied for. **It is very important that you answer all application questions thoroughly and thoughtfully.**

## Returning to an Application

If at any point you have clicked **Save & Exit**, this is how to get back into your application:

First, log back into the portal. You will be brought to this page:



Utah Department of  
**Heritage & Arts**

🏠 Funding Opportunities **My Applications/Evaluations** Reimbursements Panel Review ⚙️

Home

Welcome to the Community Grants Portal

Thank you for your interest in the Utah Department of Heritage and Arts grants. All grant applications must be submitted online. Please read the guidelines for the grant for which you are applying. More detailed information is available about each application question on the guidelines. If you have questions, you are encouraged to call the grants office.

I want to...

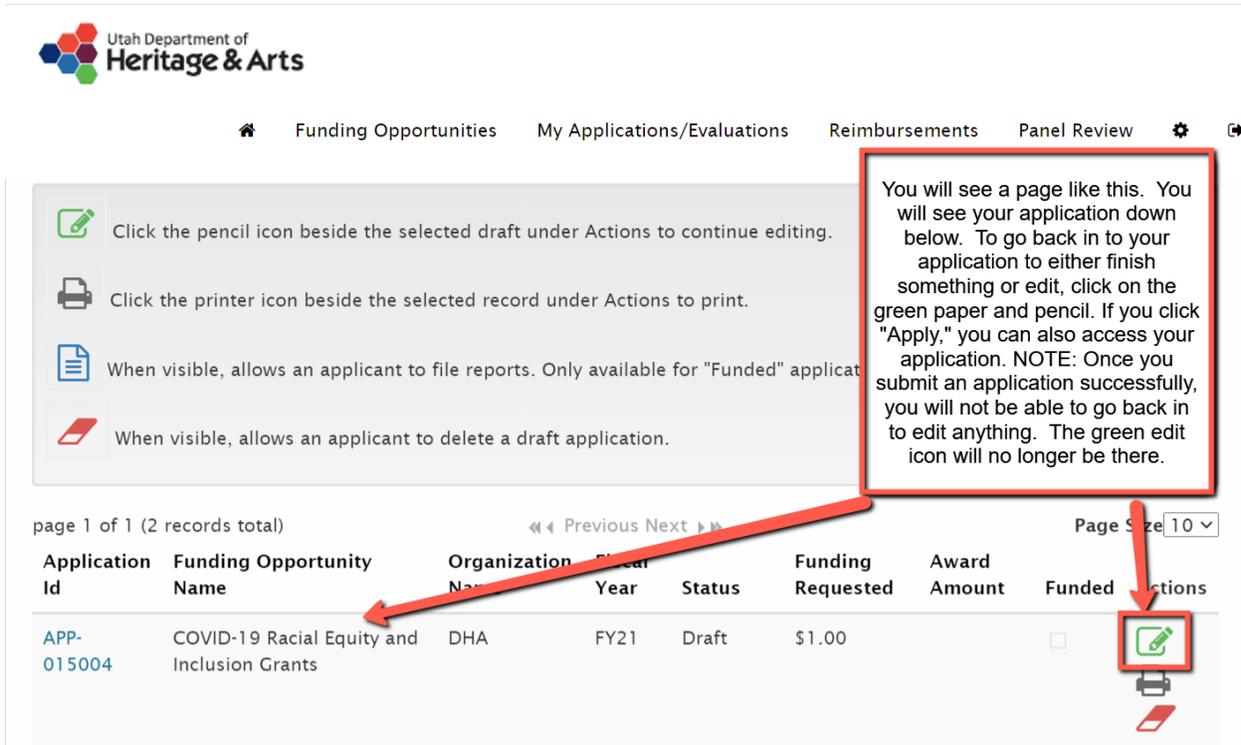
**Apply** **Update** **Review**

If at any point you Clicked "Save & Exit" and you want to go back into your application, there are two ways to do so. Log back into the portal and click either the "Update" blue circle or the "My Applications/Evaluations" tab up above.

You can click either **Update** or **My Applications/Evaluations** to access your application.

**NOTE:** If you click **Apply** by mistake, you will also see your applications. You will also see all other open applications which can be a little confusing if there are a lot of opportunities posted. Your application will have a green edit icon to the right.

Click on the **Green Edit Icon** (looks like a pencil and paper) to access your application. If you click on the **Application Number** (in this case: APP-015004) you will **only see a summary**. The **Printer Icon** will allow you to print out your questions and answers. The **Red Eraser Icon** will delete your application (if the icon is visible then it is allowed) so be careful not to click it unless you are absolutely sure. If you have already successfully submitted, you will not be able to edit your application.



Utah Department of  
**Heritage & Arts**

[Home](#)
[Funding Opportunities](#)
[My Applications/Evaluations](#)
[Reimbursements](#)
[Panel Review](#)
[Settings](#)

 Click the pencil icon beside the selected draft under Actions to continue editing.  
 Click the printer icon beside the selected record under Actions to print.  
 When visible, allows an applicant to file reports. Only available for "Funded" applicat  
 When visible, allows an applicant to delete a draft application.

page 1 of 1 (2 records total)      << Previous Next >>      Page Size 10

Application Id	Funding Opportunity Name	Organization Name	Fiscal Year	Status	Funding Requested	Award Amount	Funded	Actions
APP-015004	COVID-19 Racial Equity and Inclusion Grants	DHA	FY21	Draft	\$1.00		<input type="checkbox"/>	  

## Troubleshooting

**If you encounter any errors, try this link for guidance:**

<https://sites.google.com/utah.gov/dhaportals/dha-general-portal-docs>